

# **TOWN OF DAVIE**

## **TOWN COUNCIL AGENDA REPORT**

**TO:** Mayor and Councilmembers

**FROM/PHONE:** Herb Hyman/797-1016

**SUBJECT:** Resolution

**AFFECTED DISTRICT:** n/a

**TITLE OF AGENDA ITEM:** A RESOLUTION OF THE TOWN OF DAVIE, FLORIDA, APPROVING THE BID AWARDED BY BROWARD COUNTY FOR LOCATING & MARKING UNDERGROUND FACILITIES, SOUTHEAST FLORIDA COOPERATIVE PURCHASING GROUP BID NO. P-08-02-192-B1.

**REPORT IN BRIEF:** A competitive bid was conducted for locating and marking underground facilities needed by the Utilities Department. Broward County acted as lead agency for the Southeast Florida Cooperative Purchasing Group for this bid. Broward County awarded a contract to Craig A. Smith and Associates, Inc. as the lowest responsive and responsible bidder.

**PREVIOUS ACTIONS:** Not applicable

**CONCURRENCES:** The recommended award has been reviewed by the Utilities Director and the Procurement Manager who concur with the decision to approve the award made by Broward County to Craig A. Smith and Associates, Inc.

**FISCAL IMPACT:**

Has request been budgeted? yes

If yes, expected cost: \$57,000.00.

Account Name: Utilities Department-Contractual Services Account

Additional Comments: Not applicable

**RECOMMENDATION(S):** Motion to approve the resolution.

**Attachment(s):**

Procurement Authorization

Award documentation from Broward County

RESOLUTION NO. \_\_\_\_\_

A RESOLUTION OF THE TOWN OF DAVIE, FLORIDA, APPROVING THE BID AWARDED BY BROWARD COUNTY FOR LOCATING & MARKING UNDERGROUND FACILITIES, SOUTHEAST FLORIDA COOPERATIVE PURCHASING GROUP BID NO. P-08-02-192-B1

WHEREAS, the Town is in need of a service to locate and mark underground facilities for the Utilities Department; and

WHEREAS, Broward County, acting as lead agency for the Southeast Florida Cooperative Purchasing Group, solicited sealed bids for such services; and

WHEREAS, after review, the Town Council wishes to approve the bid awarded by Broward County to Craig A. Smith and Associates, Inc.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF DAVIE, FLORIDA:

SECTION 1. The Town Council hereby approves the bid awarded by Broward County to Craig A. Smith and Associates, Inc. for locating and marking underground facilities with unit prices identified in Attachment "A".

SECTION 2. The Town Council hereby authorizes the expenditure from the Utilities Department-Contractual Services Account.

SECTION 3. This resolution shall take effect immediately upon its passage and adoption.

PASSED AND ADOPTED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2003

\_\_\_\_\_  
MAYOR/COUNCILMEMBER

Attest:

\_\_\_\_\_  
TOWN CLERK

APPROVED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2003

# TOWN OF DAVIE PROCUREMENT AUTHORIZATION

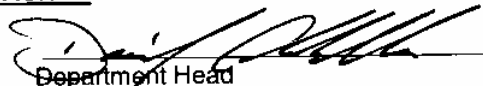
ACCOUNT NUMBER.	BUDGET ITEM & DESCRIPTION	APPROXIMATE COST
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040-1058-536-0306 <i>CONTRACTUAL SERVICES</i>	Underground utility locating/markings	\$57,000 ✓
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METHOD OF PROCUREMENT (check the one that applies)

- ☐ Open Competitive Bidding  
☒ Piggyback on Contract Number – Broward County Bid #P 8 02 192 B1  
☐ Sole Source *CO-OP*  
☐ Request For Proposals

**SPECIFICATIONS & LIST OF VENDORS MUST BE ATTACHED**

\_\_\_\_\_ Signed   
 \_\_\_\_\_ Department Head

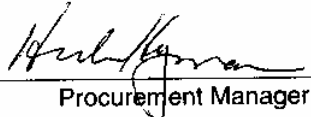
Have Funds been Reserved *REVD. 30620*

Date *10/15/03* Signed 

Signed   
 \_\_\_\_\_ Town Administrator

**BIDS**

	<u>SUBMITTED</u>	
VENDOR		COST
<i>CRAIG A. SMITH, INC.</i>		<i>\$57,000.00</i>

Signed   
 \_\_\_\_\_ Procurement Manager

<u>TOWN ADMINISTRATOR'S RECOMMENDATION</u>	
Vendor	Cost
<i>CRAIG A. SMITH, INC.</i>	<i>\$57,000.00</i>

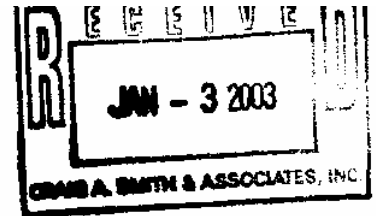
Signed \_\_\_\_\_  
 \_\_\_\_\_ Town Administrator



PURCHASING DIVISION

115 S. Andrews Avenue, Room 212 • Fort Lauderdale, Florida 33301 • 954-357-6065 • FAX 954-357-8535

December 30, 2002



Craig A. Smith and Associates, Inc.  
1000 W. McNab Road  
Suite 200  
Pompano Beach, FL 33069  
Attention: Stephen C. Smith, Sr., Vice President

REFERENCE: Bid # P 8 02 192 B1 for Locate/ Mark Underground Facilities (Co-Op)

Dear Mr. Smith:

This is to confirm that the Director of Purchasing has accepted your Bid on the above-referenced solicitation.

A Bid tabulation of all Bids received is enclosed, with item(s) awarded to your firm as noted.

The Contract is in effect for the period beginning December 23, 2002 and ending December 22, 2003. Purchase Order(s) will be placed as and when required.

A copy of this Notice, with a copy of your Bid, including all terms and conditions, is being forwarded to all Using Agencies.

Thank you for your interest in doing business with Broward County.

Sincerely,

GLENN R. CUMMINGS, CPPO, Director of Purchasing  
Purchasing Division

By [Signature]  
Arrie Adler, CPPB  
Purchasing Agent II, Construction Specialist

cc: Anthony Livio, Office of Environmental Services  
Using Agency

GRC:spg



### **TO OUR PROSPECTIVE CONTRACTORS:**

The attached Invitation for Bid or Request for Proposal represents a cooperative procurement for the Southeast Florida Governmental Purchasing Cooperative.

For the past several years, approximately twenty-six (26) government entities have participated in Cooperative Purchasing in Southeast Florida. The Southeast Florida Governmental Purchasing Cooperative was formed in an effort to provide cost savings and cost avoidances to all entities by utilizing the buying power of combined requirements for common, basic items.

The Government Agencies participating in this particular procurement and their respective delivery locations are listed in the attached document.

#### **Southeast Florida Governmental Purchasing Cooperative Procurement Operational Procedures:**

- All questions concerning this procurement should be addressed to the issuing agency, hereinafter referred to as the "lead agency". All responses are to be returned in accordance with the instructions contained in the attached document. Any difficulty with participating agencies referenced in this award must be brought to the attention of the lead agency.
- Each participating governmental entity will be responsible for awarding the contract, issuing its own purchase orders, and for order placement. Each entity will require separate billings, be responsible for payment to the Contractor(s) awarded this contract, and issue its own tax exemption certificates as required by the Contractor.
- The Contract/purchase order terms of each entity will prevail for the individual participating entity. Invoicing instructions, delivery locations and insurance requirements will be in accordance with the respective agency requirements.
- Any reference in the documents to a single entity or location will, in fact, be understood as referring to all participating entities referenced in the documents and cover letter unless specifically noted otherwise.
- The awarded Contractor(s) shall be responsible for advising the lead agency of those participants who fail to place orders as a result of this award during the contract period.
- The Contractor(s) shall furnish the Lead Agency a detailed Summary of Sales semi-annually during the contract period. Sales Summary shall include contract number(s), contractor's name, the total of each commodity sold during the reporting period and the total dollar amount of purchases by commodity.
- Municipalities and other governmental entities which are not members of the Southeast Florida Governmental Purchasing Cooperative are strictly prohibited from utilizing any contract or purchase order resulting from this bid award. However, other Southeast Florida Governmental Purchasing Cooperative members may participate in their contract for new usage, during the contract term, or in any contract extension term, if approved by the lead agency. New Southeast Florida Governmental Purchasing Cooperative members may participate in any contract on acceptance and approval by the lead agency.
- None of the participating governmental entities shall be deemed or construed to be a party to any contract executed by and between any other governmental entity and the Contractor(s) as a result of this procurement action.

**"WORKING TOGETHER TO REDUCE COSTS"**

**SUBMIT BID TO:**

Broward County Purchasing Division  
115 S. Andrews Avenue, Room 212  
Fort Lauderdale, Florida 33301-1801  
(954) 357-6065/66

BOARD OF COUNTY COMMISSIONERS  
BROWARD COUNTY, FLORIDA

**INVITATION FOR BID**

Bidder Acknowledgment

**— GENERAL CONDITIONS —**

THESE INSTRUCTIONS ARE STANDARD FOR ALL CONTRACTS FOR COMMODITIES/SERVICES ISSUED BY THE BOARD OF COUNTY COMMISSIONERS. THE BOARD OF COUNTY COMMISSIONERS MAY DELETE, SUPERSEDE OR MODIFY ANY OF THESE STANDARD INSTRUCTIONS FOR A PARTICULAR CONTRACT BY INDICATING SUCH CHANGE IN THE SPECIAL INSTRUCTIONS TO BIDDERS OR IN THE BID SHEETS. BY ACCEPTANCE OF A PURCHASE ORDER ISSUED BY THE COUNTY, BIDDER AGREES THAT THE PROVISIONS INCLUDED WITHIN THIS INVITATION FOR BID SHALL PREVAIL OVER ANY CONFLICTING PROVISION WITHIN ANY STANDARD FORM CONTRACT OF THE BIDDER REGARDLESS OF ANY LANGUAGE IN BIDDER'S CONTRACT TO THE CONTRARY.

**BIDDER ACKNOWLEDGEMENT MUST BE SIGNED AND RETURNED WITH YOUR BID**

**SEALED BIDS:** This form must be executed and submitted with all bid sheets in a sealed envelope. (DO NOT INCLUDE MORE THAN ONE BID PER ENVELOPE). The face of the envelope shall contain the above address, the date and the time of bid opening, and bid number. Bids not submitted on attached bid form may be rejected. All bids are subjected to the conditions specified herein. Those which do not comply with these conditions are subject to rejection.

- 1. EXECUTION OF BID:** Bid must contain an original signature of an individual authorized to bind the bidder. Bid must be typed or printed in ink. All corrections made by bidder to his bid must also be initialed. The bidder's name should also appear on each page of the bid sheet if required. Bids will not be accepted from firms in arrears to the Board of County Commissioners upon debt or contract nor from a defaulter upon obligations to the Board of County Commissioners. Bidder certifies by signing the bid that no principals or corporate officers of his firm were principals or corporate officers in any other firm which may have been suspended or debarred from doing business with Broward County within the last three years, unless so noted in the bid documents.
- 2. NO BID:** If not submitting a bid, respond by returning this Bidder Acknowledgement form, marking it "NO BID", no later than the stated bid opening date and hour, and explain the reason in the space provided. Failure to respond without justification may be cause for removal of the bidder's name from the bid mailing list. NOTE: To qualify as a respondent, bidder must submit a "NO BID."
- 3. BID WITHDRAWAL:** No bidder may withdraw his bid before the expiration of ninety (90) calendar days from the date of bid opening unless vendor so notes in the bid.
- 4. BID OPENING:** Shall be public, on date, location and time specified on the bid form. The official time is the time clock located in the Purchasing Division reception area and will be accepted by all parties without reservation. It is the bidder's responsibility to assure that his bid is delivered on date, location and time specified on the bid form. Bids, which for any reason are not so delivered, will not be considered. Bid files and any bids after they are opened may be examined during normal working hours by appointment. Bid tabulations are available for inspection upon request.

(Continued on Page 2)

BIDS WILL BE OPENED 2 p.m. **OCTOBER 29, 2002**  
and may not be withdrawn within 90 calendar days after such date and time.

BID TITLE **LOCATE/MARK UNDERGROUND FACILITIES (CO-OP)**

BID NO. **P802192B1**

PURCHASING AGENT **ARNE ADLER (954) 357-6085**

DELIVERY DATE

SEE SPECIAL INSTRUCTION  
CASH DISCOUNT TERMS

BID GUARANTY IS ATTACHED,  
WHEN REQUIRED, IN  
THE AMOUNT OF \$

REASON FOR NO BID

FEDERAL EMPLOYER I.D. or SOCIAL SECURITY NUMBER

**59-2010476**

DUN & BRADSTREET NUMBER

**03-869-5029**

BIDDER NAME

**Craig A. Smith & Associates, Inc.**

BIDDER MAILING ADDRESS/CITY/STATE/ZIP

**1000 W. McNab Road, Ste. 200  
Pompano Beach, FL 33069**

AREA CODE TELEPHONE NO.

**954-782-8222**

CONTACT PERSON

**Greg Jeffries**

FAX NO.

**954-786-8927**

INTERNET ADDRESS

**www.craigasmith.com**

  
AUTHORIZED SIGNATURE (original in ink)

**Stephen C. Smith, P.E., Sr. Vice President**

TYPED NAME OF SIGNER

TITLE

I certify that I am a duly authorized representative of the bidder and that I am not affiliated with any corporation, firm or person submitting a bid for the same items/services, and in all respects fair and without collusion or fraud. I agree to abide by the conditions of this bid and to sign this bid for the bidder. Further by signature of this form, pages 1 through 4 are acknowledged and accepted as well as any special instruction sheet(s) if applicable.

Form #103-28 (Rev. 3/99)  
Pompano Beach, FL 33069  
954-782-8222-Fax 954-786-8927

BID SHEET

LOCATE/MARK UNDERGROUND FACILITIES - (CO-OP)

TO: BOARD OF COUNTY COMMISSIONERS  
BROWARD COUNTY, FLORIDA

In accordance with the General Conditions, Special Instructions to Bidders, Specifications and Requirements, the undersigned bidder offers the following:

GROUP 1 (ITEMS 1 THRU 6) THE ESTIMATED ANNUAL DOLLAR PURCHASES OF LOCATE/MARK UNDERGROUND FACILITIES (CO-OP) IS \$150,000.00 (BROWARD COUNTY)

ITEM NO.	ESTIMATED ANNUAL QUANTITY	COMMODITY CODE DESCRIPTION	UNIT PRICE	TOTAL PRICE
1.	15,000 Ea.	#925 71 008 0007 Standard Locate and mark ALL Broward County OES and Traffic Engineering Facilities in the Area Specified in the SSOCOF Ticket, or White Lined by Excavator. See Attachment "A" - Standard Locate.	\$ 15.95 /Ea.	\$239,250
2.	50 Ea.	#925 71 008 0003 Locates with Ground Penetrating Radar (GPR) and mark utilities.	\$ 566.00 /Ea.	\$ 28,300
3.	20 Ea.	#925 71 008 0004 Locate with Vacuum Digging (POT-HOLING) and mark utilities.	\$ 187.50 /Ea.	\$ 3,750
4.	150 Ea.	#925 71 008 0005 Placement of Electronic Markers after a line has been exposed - either through Vacuum Digging or through excavation. Note! The excavation will not be the responsibility of the contractor.	\$ 0.05 /Ea.	\$ 7.50

NAME OF COMPANY: CRAIG A. SMITH & ASSOCIATES

AUTHORIZED SIGNATURE: STEPHEN C. SMITH, P.E.



BID SHEET  
(Continued)

LOCATE/MARK UNDERGROUND FACILITIES - (CO-OP)

GROUP 1 (ITEMS 1 THRU 6) (Continued)

ITEM NO.	ESTIMATED ANNUAL QUANTITY	COMMODITY CODE DESCRIPTION	UNIT PRICE	TOTAL PRICE
5.	500 Ea.	#925 71 008 0006 The taking of GPS coordinates utilizing sub-meter equipment (as specified in Requirements and Specifications).	\$ 62.50 /Ea.	\$ 31,250
6.	4 Ea.	#925 71 008 0008 Emergency - Standard Locate 5 p.m. - 5 a.m. Weekdays & All Day Saturday/Sunday.	\$ 49.50 /Ea.	\$ 198.00
GROUP 1 TOTAL (ITEMS 1 THRU 6) FOR 1 YEAR USAGE				\$ 302,755.50

Jobsite visitation is strongly recommended; submission of a Bid will be construed that the Bidder is acquainted sufficiently with the work to be performed.

Acknowledgment is hereby made of the following Addenda or Amendments (identified by number) received since issuance of this bid:

ADDENDUM #1, ISSUED 10/28/02

NAME OF COMPANY: CRAIG A. SMITH & ASSOCIATES

AUTHORIZED SIGNATURE: STEPHEN C. SMITH, P.E.

